

Information Services Board Meeting Minutes – January 10, 2003

Department of Information Services Boardroom, The Forum Building
Olympia, Washington

Members Present:

Emilio Cantu
Marty Daybell
Tom Fitzsimmons
Jayasri Guha
Earl Heister (via telephone)
Fred Kiga
Ed Lazowska
D.J. Mark
Stuart McKee
Laura Ruderman
Fred Stevens

Members Absent:

Glenn Anderson
Darlene Fairley
Mary McQueen
James West

Roll Call

A sufficient number of members were present to constitute a quorum.

Approval of Minutes

The minutes from the October 9, 2002 meeting were approved.

Election of Board Chair

A motion was made to elect Fred Kiga as Chair of the Information Services Board. The motion carried unanimously.

**Department of Personnel and
Office of Financial Mgmt
Civil Service Reform/Collective
Bargaining Information
Technology Feasibility Study**

Gene Matt, Director of the Department of Personnel (DOP), and Wolfgang Opitz, Deputy Director of the Office of Financial Management (OFM), presented the findings of their feasibility study to support the requirements of the Personnel System Reform Act of 2002 (SHB1268). DOP and OFM requested ISB approval of the investment plan to acquire and implement appropriate services and software to replace DOP human resource and payroll systems. Although the Act stipulates that DOP is responsible for civil service reform and OFM is responsible for collective bargaining, it is DOP's human resource and payroll systems that must change to support the new business rules.

A motion was made to accept DOP and OFM's Civil Service Reform/Collective Bargaining Systems Migration Feasibility Study and approve the project investment approval request, thereby allowing DOP and OFM to develop and release an RFP. DOP and OFM will appear before the Board at each and every ISB meeting to present the current status of the project. Briefings by the ISB oversight staff will be disseminated to the

Board members as necessary between meetings. A formal presentation will be made to the Board prior to the start of negotiations with the apparently successful vendor, including items such as:

- an overview of the proposal
- details of the plan
- résumés of the proposed project team
- the governance plan
- fit-gap analysis plan.

Prior to acceptance, DOP and OFM will also be required to report to the Board any material changes to the contract.

The motion passed unanimously.

Representative Ruderman asked that select Board members and Board staff define the expectations of the briefing information that will be disseminated.

It is also noted that Representative Anderson was unable to attend the meeting but gave his general support of the project in an e-mail that was sent to Acting ISB Liaison, Tom Parma.

Public Comment

There was no public comment.

Adjournment

The meeting was adjourned.